

**Frequently Asked Questions (FAQs)
From Consultants and MDOT Project Managers
Regarding MDOT's Consultant Selection Process**

FAQs from Consultants

1. Will MDOT continue to advertise for all professional services greater than \$25,000?

Yes. All Tier I (greater than \$25,000 and less than \$100,000), Tier II (\$100,000 to \$250,000), and Tier III (greater than \$250,000) contracts will be advertised on MDOT's website.

2. Will firms who submit proposals in response to MDOT Tier I (professional services greater than \$25,000 and less than \$100,000) Request For Proposals ("RFP's") be notified if their firm is identified as one of the "equally most qualified" firms recommended for selection to the Central Selection Review Team ("CSRT")?

Firms who submit proposals for Tier I contract solicitations will be notified if they are selected. No other formal notifications will be provided.

3. What criteria will the CSRT use for selecting consultants for Tier I contracts?

The CSRT will consider five factors: (a) year-to-date workload; (b) statewide past performance; (c) provisional ratings; (d) DBE status; and (5) market entry. The process will continue to be based on qualifications for all engineering and architectural services.

4. Will MDOT post the selected consultant for the various Tier I projects on the MDOT website? If so, how often?

Yes, the results will be posted as soon as possible (usually within one business day) following the CSRT decision.

5. If proposals are not scored, how will firms know how they ranked in comparison to other consultants?

Consultants proposing on Tier I projects may informally request feedback from the project manager after the selection is posted on the website. Consultants proposing on Tier II and Tier III projects will be provided feedback on their scores in conjunction with the project selection announcement. They may also informally request feedback from the project manager.

6. How often will the CSRT meet?

The CSRT will generally meet every other week. Additional meetings may be scheduled as needed to meet operational needs.

7. At what point of the selection process should a consultant/vendor apply for a waiver of the DBE goal if a firm believes that it will not be able to meet the participation level? What is the process for submitting a waiver?

The process for requesting and receiving a modification or waiver of the advertised DBE participation level is currently under development.

8. If a team chart is not required, will MDOT indicate what key personnel resumes they want to see?

Unless otherwise specified in the RFP, the key personnel for a given project are to be identified by the consultant in the proposal after reviewing the requirements of the project.

9. Is a cover letter required with proposals or is it wasted effort?

Cover letters are not required. If the proposing consultant believes that submitting a cover letter will add value to their proposal, they may be submitted but they will be considered as part of the formal proposal, e.g. the page number limitations for proposals include any and all cover letters.

10. Will the need for a presentation and technical proposal be determined when the initial RFP is published?

Yes. MDOT will indicate in the RFP if a presentation and technical proposal will be required.

11. If additional information is provided by the consultant that is not required or requested by MDOT, will their proposal be automatically rejected?

Proposals submitted that do not meet the requirements of the RFP are subject to rejection by the project manager. Two reasons for automatic rejection are: late proposals and proposals that exceed the page limit in the RFP.

FAQs from Project Managers

1. What forms do I need to send in with my RFP for posting?

5100B – Checklist to Designate Areas of Evaluation for Requests for Proposal (RFP), appropriate RFP cover letter, and Scope of Services.

2. How is the DBE participation level (percentage) determined?

It is based on the primary prequalification classification, dollar amount, and the availability of qualified DBEs. Currently, the Selection Specialist will insert the percentage in the RFP prior to posting.

3. Is Form 5100B posted on the website with the RFP?

Each RFP will have a Form 5100B posted with it on the website. Some components are mandatory, some are optional. These are chosen by the Selection Team prior to submission for posting. See Page 16 of the Selection Team Guidelines, available on the MDOT interchange.

4. Is the Selection Specialist required to attend consensus scoring meetings for services estimated to be greater than \$250,000?

This is now optional. If a Selection Team would like the Selection Specialist to attend the consensus scoring meeting, they should notify the Selection Specialist when submitting the RFP for posting.

5. On Form 5100B, is it appropriate to use “various” in the job number, control section, and description fields?

It is appropriate to use various in the job number and control section fields, but not in the description field. Describe the service in the description field.